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Regulations for the constabulary school

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# REGULATIONS FOR THE CONSTABULARY SCHOOL

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## LETTER OF TRANSMITTAL.

HEADQUARTERS PHILIPPINES CONSTABULARY,

*Manila, February 23, 1909.*

SIR: The following Rules and Regulations for the Constabulary School having been approved by the Director, they will remain in force until further orders.

No amendments or alterations of these regulations will be made except upon the approval of the Director.

Very respectfully,

GEO. F. LYON,

*Acting Executive Inspector.*

TO SUPERINTENDENT, CONSTABULARY SCHOOL, *Baguio, Benguet.*

GIFT - Bureau of Records Management.



# REGULATIONS FOR THE CONSTABULARY SCHOOL.

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## INSTRUCTORS.

1. Instructors are competent to give orders to student officers only in connection with the particular recitation or instruction of which they may be in charge. All other orders are issued by the Superintendent. Proper respect to instructors will be paid on all occasions. Neglect of duty or misconduct on part of any student officer will be reported to the Superintendent by the instructor in whose division the same occurs. Instructors will verify the presence of student officers at each recitation or formation and will report to the Superintendent all absences noted.

## STUDENT OFFICERS.

2. Student officers will report to the Superintendent immediately after arrival at the School. They will be assigned quarters as well as certain public property for personal use while students, and for which they will receipt to the officer in charge of mess.

## DORMITORIES.

3. Dormitories shall be known as the East and the West dormitories. Not to exceed twenty-seven officers will be quartered in them excepting in emergency.

4. To each officer will be assigned a bed, table, chair, and a portion of the shelving at head of bed. Each of the articles is numbered and will be kept in the place assigned.

5. Dormitories will be thoroughly aired constantly during the day in pleasant weather. At night windows will be opened on the lee side of building.



## TOILET ARTICLES.

6. Each officer will provide himself with individual soap dish and towels, which he will keep in his own apartment when not in use.

## SMOKING.

7. Smoking by officers in dormitories is permitted. It is desired, however, that care be exercised against incipient fires.

## GAMBLING.

8. Gambling with cards or games of chance by officers, servants, or enlisted men in any building or on the grounds assigned to the Constabulary School is positively prohibited. Infraction of this regulation will be dealt with according to law.

## OFFICERS IN CHARGE OF DORMITORIES.

9. An officer in charge of each dormitory shall be detailed weekly for the East and West dormitories respectively. It shall be his duty to see that the dormitory servants in his charge perform their duties properly. He will study the instructions issued for conduct of servants and report every breach or neglect of same to the officer in charge of mess. He will be held responsible that good order and sanitary cleanliness is maintained in the dormitory of which he has charge. He will not permit servants of his dormitory to enter the other, nor any servants other than those in his charge to enter his own. Detail shall take effect each Sunday morning.

## PRESENCE OF OFFICERS.

10. All officers are expected to be at the School building at 8 p. m., excepting Saturdays, for the purpose of preparing lessons for the next day. Absence from the School between 8 p. m. and reveille, excepting Saturday evenings, will be by special permission of the Superintendent. Officers will register departure, destination, and hour of probable return when absence is to be of a period longer than two hours. In the day time, student officers will not leave the School building during study or recitation hours excepting by special permission of the Superintendent. Applications for permission to be absent during evenings, except Saturday evenings, will be submitted in writing.

11. Officers will be at liberty from noon, Saturday, until 8 p. m., Sunday; also daily from completion of duties until 8 p. m. unless unusual duty shall prevent.

#### SICK.

12. Officers incapacitated on account of sickness will report to the Superintendent between 8 and 8.30 a. m. Cases requiring prescription or treatment of a physician will be sent to the hospital. No officer will be excused from prescribed duties excepting by permission of the Superintendent obtained before the hour for such duty arrives.

#### DEMEANOR—UNIFORM.

13. Officers are excepted to observe a gentlemanly demeanor at all times. Prescribed garrison uniform will be worn between 7 a. m. and 8 p. m. unless otherwise directed for drill or other formation. When reveille and first drill are had without blouses, officers may dispense with wearing the blouse between 5.30 a. m. and 7 a. m., excepting at breakfast. Conformity with other parts of the garrison uniform is enjoined during this time, and no officer, when so attired, will leave the immediate vicinity of the School building, nor will he enter the Superintendent's office. After 8 p. m. officers may dispense with the blouse and shoes while studying in the DINING ROOM, but in all such cases they will wear an overshirt of some kind or a kimona and chinelas or slippers. They will enter the dining room by the hall doorway. They will not enter the assembly room for any purpose when so dressed. Suitable and proper clothes will be worn to and from the bath.

#### DISCIPLINE.

14. Constabulary regulations and orders so far as they apply will be enforced at the Constabulary School. Punishment for infractions of discipline and final action will be taken by the Superintendent unless the officer may feel aggrieved, when appeal may be had to the Director. Punishment shall consist of deprivation of privileges, arrest in quarters, reprimand by the Superintendent. When necessary, recommendation will be made

to the Director for the officer's separation from the service. Derelictions will be noted on the officer's efficiency report at close of school term.

#### OFFICER IN CHARGE OF MESS.

15. A member of the School staff designated by the Superintendent shall have charge of the student-officers' mess. He will employ all servants for the mess and dormitories; make all purchases of commissary supplies; preserve them against theft; regulate their use; make collections from various members of the mess; pay all servants and outstanding indebtedness monthly; fix wages of servants after consultation with the mess committee; keep accounts of all expenditures, all supplies purchased and all monies received, and render his accounts to the Superintendent monthly for audit; he will also be in charge of all public property in use at the School, will keep accurate lists of same and where used, and will, with the assistance of a student officer detailed, check up all property at least once monthly. He will post lists of property in the building where it is used excepting for articles issued to officers on memorandum receipt for their personal use. He will consider recommendations of the mess committee, and in all cases where he may fail to agree with the committee, he will submit the matter to the Superintendent for decision. He shall provide sleeping quarters for servants and shall cause them to be given sufficient food of good quality and of the kind generally furnished Chinese and native servants. He shall be responsible for the proper police of the dining room, kitchen, closets, bath, and servants' quarters. He will prepare a daily menu for officers' and servants' mess, copy of which he will keep on file for reference. Cost of subsistence furnished the messes will be calculated weekly.

#### MESS.

16. The organization for quartering and subsisting all student officers shall be known as the "student-officers' mess," and shall include the dormitories, dining room, kitchen, bath, closets, and servants' quarters. All expense involved in maintaining any or all of these divisions shall be paid pro rata by the various

members of the mess. Instructors, if they so desire, may become members of the mess. If an instructor does not join the mess but lives in the School building, he shall pay 5 pesos per month to the mess for services of a servant to care for his room and bath. Charge for subsistence of private servants of the School staff shall not be less than 5 pesos per month.

#### MESS COMMITTEE.

17. There shall be a mess committee of three student officers selected by student members of the mess; one member of this committee shall be a Filipino officer when there is such student officer at the School. Duties of this committee shall be to recommend to the officer in charge of mess any changes in food, service or preparation of same, as well as changes of dormitory service that student officers may desire. The senior member of the mess committee will report to the officer in charge of mess all disorder which may occur during any meal and the circumstances thereof. Complaints of individuals may be made to the officer in charge of mess at any time; the latter will submit them to the Superintendent or mess committee, as the case may require.

#### SERVANTS.

18. Servants are employed and dismissed by the officer in charge of mess after consultation with the Superintendent. Ordinarily at least one week's notice will be given a servant before dismissal; the servant when employed will be made to understand that he will also give a week's notice before discontinuing service. This regulation shall not prevent immediate dismissal for cause, but authority of the Superintendent shall be obtained in such cases. Complaints against servants shall be made to the officer in charge of mess. In no case will a student officer or member of the School staff apply corrective measures toward a servant for noncompliance with personal orders or requests. Same will be done by the officer in charge of mess. It is requested that no officer give letters of recommendation to servants without first consulting the officer in charge of mess. Preferably the latter is the one to write recommendations for the mess.

#### QUARTERS, SERVANTS.

19. All servants attached to the School will sleep at the servants' quarters. None will be permitted to sleep in the kitchen or School building. Cots for servants will be provided, but they must furnish their own bedding. Damages to cots or cost of repairs will be deducted from their pay. During the day cots will be placed on edge at one side of sleeping room. All floors, tables, bath, and closets will be cleaned daily by a servant before 10 o'clock a. m. This particular servant shall be known as room orderly of servants' quarters, and he will perform this labor in addition to his other duties and shall continue on this duty one week, changing Sundays at reveille. This duty will be by roster kept by the officer in charge of mess, and the number of the room orderly will be conspicuously posted at the servants' quarters.

20. Servants will not smoke inside any building other than their own quarters, nor will they wear shoes while performing their duties in the School building. Chinelas may be worn in place of shoes.

#### SERVANTS' MESS.

21. Cooking for the servants will be performed in the mess kitchen by the mess cook. Food of all servants excepting the Chinese will be served at the servants' quarters.

#### SERVANTS, SPECIAL REGULATIONS.

22. Special regulations defining duties of servants in dormitories, kitchen, bath, and closets will be posted from time to time in conspicuous places for observation and guidance of the various officers in charge of police and other duties.

#### ARMS AND ACCOUTREMENTS.

23. Rifles will be kept in gun racks under numbers corresponding to those of beds and other individual property. They will be returned to gun racks immediately after use. Each officer will be responsible for proper care of arms and accoutrements assigned him for personal use. Sabers, belts, and other articles of personal equipment will be habitually placed at head of officers' beds. Fencing foils, sabers, etc., will be deposited in a place under charge of the swordmaster.

## WASHSTANDS.

24. General washstands are provided at each end of dormitories. Officers are expected to provide their own basins, soap dishes, soap, and towels, which they will keep in their own apartments when not in use. Care will be exercised at washstands not to slop water on the floor, walls, or shelf. If same occurs, water should be wiped up immediately. Water on floors runs through to rooms below.

## BATH AND CLOSETS.

25. Until water system is installed, commodes will be used in water closets. Commodes and urinal cans will be emptied daily by persons regularly employed for that purpose. The scavengers will also empty the servants' closet at same time daily. Night soil will be deposited in place provided at a distance from quarters and covered with dirt as soon as deposited. Creoline or other disinfectant or deodorant will be placed in commodes daily; also a small quantity will likewise be poured in the cans used for urinals. Lids of commodes will be kept closed. Bath water cans, buckets, and cups will not be removed from bathroom excepting for purpose of filling cans or scouring buckets or cups. Floor of closets and bath will be thoroughly cleaned daily and oftener if necessary. Windows and door of bathroom will remain open habitually during the day in pleasant weather excepting when the baths are being used.

## GARBAGE.

26. Garbage of kitchen will be disposed of in same manner as night soil until other means are provided. Dish water will be placed in sink hole to be designated. This hole will be covered with boards to prevent access of flies, and deposits will be covered with dirt every other day. Garbage and dish water cans will be constantly covered. They will be cleaned each time they are emptied, or at least once daily.

## PROPERTY.

27. Property in use at the Constabulary School is public and private. All public property is held on memorandum receipt from the Supply Officer, Philippines Constabulary, Province of

Benguet. The officer in charge of mess is responsible for same. Property assigned to individual officers for use as part of School equipment will be preserved by them during service at the School and will be returned to responsible officer in same condition upon quitting the School for any reason. Damages to public property or loss thereof will be charged to person responsible for same. Public property assigned to any part of the buildings or grounds or to any officers will not be removed or transferred to any other part or person excepting by permission of the officer in charge of mess.

#### MESS PROPERTY.

28. Consists of dishes, etc., purchased by subscription or otherwise by student officers for use of the mess. It belongs to the student officers' mess, is not public property and will not be diverted to any other use than that intended. Breakage will be charged to the person responsible for same unless he is a guest of the mess.

#### LIGHTS, LIGHTING.

29. Lighting shall be by means of lamps or lanterns. The use of candles excepting inside lanterns is positively prohibited in or about the buildings of the School. The use of kerosene for lighting fires is **POSITIVELY PROHIBITED**. Illuminating oil will be kept in the chest provided. The servant in charge of lamps will keep the key and will permit no oil to be removed therefrom by others than himself unless so directed by the officer in charge of mess or the Superintendent. Lamps will be filled and cleaned daily. They will be numbered and assigned to rooms or position and will not be interchanged. Chimneys and wicks will be obtained from the officer in charge of mess. Servants will place lamps for refilling and cleaning at the place provided immediately after breakfast and will replace them in rooms or position by 3 p. m. Lamps will not be filled in any case after 5 o'clock; they will be lighted by the servants in charge of them by dusk. A lantern will be kept burning in dormitories, in lower hall and in hallway leading to bathroom all night. Street lamps, when provided, will be cared for by the enlisted detachment. They will not be lighted on nights in which the moon shines until midnight.

## BEDS, BEDDING.

30. Bedding will be aired semiweekly in place provided. It will be placed on line immediately after reveille and taken back to quarters at 9 a. m. Bedding will be placed at head of bed. Beds will be kept as arranged for inspection until 12 noon, and will also be in an orderly condition at all times during which the officer is absent from dormitory at recitations or other duty.

## POLICING.

31. Policing of Superintendent's office, assembly room, front porch, and the grounds about the School will be done by the enlisted detachment. In no case will members of this detachment be called upon to render personal service nor to perform scavenger service unless directed by the Superintendent or higher authority.

## MAIL.

32. Mail will be taken to and from the post-office by the mail orderly. Outgoing mail will be deposited in the mail box provided. Incoming mail will be obtained at the Superintendent's office on mail days after distribution. Hours and days of mail service will be posted on the mail box.

## ● FIRE APPARATUS.

33. The fire apparatus consisting of ladders, buckets, axes, and fire extinguishers will be placed as follows:

*Fire extinguishers* (on hooks).—One at each end of FRONT porch; one in DORMITORY HALL, upstairs; one on KITCHEN porch. They will not be removed from the hooks on which placed excepting in case of fire or for replenishing. They will be replenished immediately after use or at least once a year.

34. In case of fire in any building, first efforts will be made to save public property and records, after which personal property may be secured. All officers to whom have been assigned odd numbers will act as salvage brigade; those with even numbers will obtain fire apparatus and, with assistance of servants, endeavor to extinguish the fire. Property taken from a burning building will be deposited in a safe place under guard of Chinese



servants. The officers in charge of dormitories shall act as assistant fire marshals in their respective divisions. The officer of the day will act as fire marshal until arrival of the Superintendent or officer in charge of mess, when he will take charge of the property salvaged. The FIRE SIGNAL shall be continuous tapping of the bell for fifteen seconds or more. Fire buckets will be kept constantly full of water for instant use. A tablespoonful of kerosene will be placed in each twice a week as preventive against breeding mosquitoes.

#### OFFICER OF THE DAY.

35. An officer of the day shall be detailed each day. His duties shall be to inspect the bathroom, closets, fire buckets, and grounds, road and paths leading to or from the School; to inspect the servants' quarters and the grounds thereof; to report to the Superintendent all neglects or disregard of regulations and School orders he may observe on the part of special or general police parties; to visit the depository of garbage or waste water which may be in vicinity of School grounds and report all cases of failure to properly cover waste; to be present and see that the flags are properly raised and lowered at the fixed times; to visit all buildings and outhouses between 10 p. m. and 11 p. m. for unauthorized lights, fires, and gambling; to render report of his tour in writing to the Superintendent. He will inspect three times during his tour, between 4.30 and 6 p. m., 10 and 11 p. m., and 7 and 9 a. m. He will see that lights in dormitories are extinguished at 9.30 p. m. and those in the dining and assembly rooms at 11 p. m. He will stop all loud talking or other disturbances during study hours. The officer of the day will remain at the School building or grounds constantly during his tour of duty. Officers of the day will enter upon and be relieved from duty daily by the Superintendent. The officer of the day will not be excused from drill nor recitations during his tour.



UNIVERSITY OF MICHIGAN



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